

28 May 75

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Draft of Annual Personnel Plan, FY 76

Mr. Colby:

We have completed a draft of the FY 76 APP, copy herewith for your review. Other than dropping the charts you had indicated (i. e., Stenographer Utilization, Desired Alterations, Consultants and Re-employed Annuitants), the charts are essentially the same as those for FY 75.

Provision has been made in this APP for reporting the effect of the Single Ceiling, and the goalsetting period is expanded to 15 months to meet with the new fiscal year beginning 1 October 1976. The chart reporting PRA data (page 7) has been significantly expanded, and the Separation Information (page 8) restructured to give a more accurate picture of losses and compensating gains. At the suggestion of the EEO Officer, the EEO reports are expanded to report individually on Asian Americans and Hispanic. On page 21 we propose that the second half of the chart report data on "Employees Not Promoted" to avoid distortion of averages caused by including recently promoted personnel.

(Signed) F. W. M. Janney

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OP/P&C/RS/ [] m (22 May 75)

Revised/Retyped: OD/Pers/FWMJanney:jmm (28 May 75)

24 April 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with the DCI on PASG Implementation

1. On 24 April, I joined D/Pers as he briefed the Director on PASG Implementation. The discussion centered around the summary previously forwarded, and not on the detailed sections sent subsequently.

2. The Director was pleased with the progress that has been made but agreed that further steps are necessary to improve the system.

3. He agreed to the suggestion by D/Pers that a notice to the employees be prepared which would summarize progress to date and highlight those directions in which the Director would like to see future movement. The latter would include:


a. Standardization of the categories used for ranking.

b. Common understanding of the purposes of the lower rankings and greater uniformity of the procedures used to establish the rankings.

c. Specification that both supervisors and Boards/Panels have responsibility in making recommendations for promotions; supervisors should forward their recommendations for promotions through the Boards/Panels.

d. Clear distinction should be maintained between identification of employees as being below the standard of performance and the identification of employees as being potentially surplus to the Agency by virtue of the abolition of functions or the termination of a requirement for their particular skills.

4. The notice should make clear the Director's expectation that in the future there may be need for further reductions of personnel and that he would prefer to do this on a selective basis which recognizes good performance rather than on an indiscriminate basis. The identification of the lower-ranked employees supports this approach. He further specified that he would like to see the Notice contain a reference to the status and role of PDP and APP. He sees the notice as being three to four pages and would like to see it appear within a couple of months.


Chief, Plans Staff
Office of Personnel

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